

Private School Choice Program (PSCP)
Online Parent Application
2017-18 School Year

- The following slides show the screens within the online parent application.
- The term “parent” in this presentation includes the parent or guardian who completed the application.

Login/Register Screens

Allows the parent to change their email address and/or password.



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Step 1: Sign In

New to the Online Application for Private School Choice Programs (PSCP)?

(All parents applying who live in the City of Milwaukee and parents new to any Choice program)

If this is your first time at this web site, you will need to register by providing your email address and a password of your choosing.

Register

Returning Users

Email Address:

Password:

[Forgot your password?](#)

Sign In

Email Policy: The email address you provide will be used to send confirmations, communications regarding the completion of your application in this system, forgotten passwords, etc. It will be shared only with the schools you have applied to, and will not be shared with any other application either inside or outside the Department of Public Instruction.



For more information about this page should be directed to PrivateSchoolChoice@dpi.wi.gov

PageID: L.1

If the parent has **never** used the Online Application System to apply to the choice program, they must first “Register” to establish an email and password for the system.

If parent has used the Online Application System before to apply to the choice program, enter the email and password they previously set up and select “Sign In”

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Review Login Data

Please review your sign-in data. If all is correct, click on Continue to enter the application.

Email Address:

- [Change Email Address](#)
- [Change Password](#)

Exit

Continue

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After log in, they will be given an option to change email address and/or password. If they do not wish to change them, press “Continue”

Family residence screens

The first step is to enter the resident address of the student applying and enter the local public school district where the student lives.



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Address and School District

There are 3 different programs in the Private School Choice Programs, each with different requirements and income limits. The program you may participate in is dependent upon where you live in Wisconsin.

Please enter the **address of the student(s)** that will be applying below, as well as the school district the address is located in. You must provide your street address. This address cannot be a P.O. box or mailing address if different than your street address.

Current Address

Street Address:
City: State: Zip:
School District:

Selecting Your

Your school district

- **BE AWARE**

- Getting this

- CAUTION: E

How to determine

- Contact the

- Look on your

- Mayville
- McFarland
- Medford Area Public
- Mellen
- Melrose-Mindoro
- Menasha Joint
- Menominee Indian
- Menomonee Falls
- Menomonie Area
- Mequon-Thiensville
- Mercer
- Merrill Area
- Merton Community
- Middleton-Cross Plains Area
- Milton
- Milwaukee**
- Mineral Point Unified
- Minocqua J1
- Minshicot
- Mondovi
- Monona Grove
- Monroe
- Montello
- Monticello
- Mosinee
- Mount Horeb Area
- Mukwonago
- Muskego-Norway
- Necedah Area
- Neenah Joint

where you are currently living, as entered above.

are not the same as town, village, city or county boundaries. If you are unsure of the school district in w

s will determine what program you are eligible to participate in.

school district from the drop-down list. Many school districts have similar names and this has been a cause of many errors.

), then confirm with a phone call to the school district, or

your home - the name of the school district will be listed there, or

Back

Continue

Enter the family's address, including city, state and zip code.

Then, from the drop-down list, select the local public school district for that address. Then select "Continue."

Based on the school district entered in the prior screen, the system will determine the program for which the student is eligible to apply—Milwaukee (MPCP), Wisconsin (WPCP) or the Racine (RPCP). When the applicant selects “Add a school” it will then show only the schools participating in the program to which they may apply.

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Choose Schools in the Milwaukee Parental Choice Program

Based on your school district, you may participate in the **Milwaukee Parental Choice Program (MPCP)**.

Please enter all schools that any of your children are applying to. You must have at least one. Later you will be able to identify which child is applying at each school.

- Click on the "Add Another School" button to add to the list.

If you have previously submitted this information, please do not delete a school unless you also want to delete the applications to it.

No schools have been chosen yet - please click on Add a School below.

[Add a School](#)

[Back](#)

[Exit](#)

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A parent may select as many schools as they wish to apply to. Only schools that have registered to participate in the choice program are listed. Their contact information and the grade levels offered are also provided.

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Select School(s)

Based on your school district, the program you may participate in is the **Milwaukee Parental Choice Program (MPCP)**.

The following **119** schools are participating in the program and are currently accepting applications for the **February 2017** open application period.

If you do not see a school listed here, please contact the school directly. If you have questions, please [Contact Us](#).

Check every school that will have a student applying to it, then click the Save button at the bottom of the page:

<input type="checkbox"/> A Promise of Hope Academy Grades: K4-05 5226 West Hampton Avenue Milwaukee, WI 53218 (414) 585-9896	<input type="checkbox"/> Hope Christian School: Prima Grades: K4-08 2345 North 25th Street Milwaukee, WI 53206 (414) 931-0350	<input type="checkbox"/> Saint Joan Antida High School (MPCP) Grades: 09-12 1341 North Cass Street Milwaukee, WI 53202 (414) 272-8423, ext 103
<input type="checkbox"/> Academy of Excellence (MPCP) Grades: K4-12 1236 West Pierce Street Milwaukee, WI 53204 (414) 369-2193	<input type="checkbox"/> Hope Christian School: Semper Grades: K4-08 3040 West Capitol Drive Milwaukee, WI 53216 (414) 763-2683	<input type="checkbox"/> Saint John Kanty School Grades: K4-08 2840 South 10th Street Milwaukee, WI 53215 (414) 483-8780
<input type="checkbox"/> Atlas Preparatory Academy, Inc. Grades: K4-12 1039 East Russell Avenue Milwaukee, WI 53207 (414) 385-0771	<input type="checkbox"/> Immanuel Lutheran School - Brookfield (MPCP) Grades: K4-08 13445 Hampton Road Brookfield, WI 53005 (262) 781-7140	<input type="checkbox"/> Saint John the Evangelist - Greenfield (MPCP) Grades: K4-08 8500 W. Coldspring Road Greenfield, WI 53228 (414) 321-8540
<input type="checkbox"/> Atonement Lutheran School Grades: K4-12 4224 West Ruby Avenue Milwaukee, WI 53209 (414) 871-1224	<input type="checkbox"/> Institute of Technology and Academics Grades: K4-08 8940 North 85th Street Milwaukee, WI 53224 (414) 365-9375	<input type="checkbox"/> Saint John's Lutheran School - Glendale (MPCP) Grades: K4-08 7877 North Port Washington Road Glendale, WI 53217 (414) 352-4150
<input type="checkbox"/> Badger State Baptist School (MPCP) Grades: K4-12 8519 S. 13th St. Milwaukee, WI 53214	<input type="checkbox"/> Jo's Learning Academy Grades: K4-02 4801 West North Avenue Milwaukee, WI 53208	<input type="checkbox"/> Saint John's Lutheran School - Milw (MPCP) Grades: K4-08 4001 South 68th Street Milwaukee, WI 53220

Use the right side
"SCROLL" option to
move down the
page. Once they
have selected all
the schools they
wish to apply to,
they should select
"SAVE" at the
bottom of the list.

The system will then show a summary of the schools the parents have selected.
If the list is complete, select “Yes, the list is complete.”

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Choose Schools in the Milwaukee Parental Choice Program

Based on your school district, you may participate in the **Milwaukee Parental Choice Program (MPCP)**.

Please enter all schools that any of your children are applying to. You must have at least one. Later you will be able to identify which child is applying at each school.

- Click on the "Add Another School" button to add to the list.

If you have previously submitted this information, please do not delete a school unless you also want to delete the applications to it.

3 schools have been chosen

	School	City	Available Grades
Delete School	Saint John's Lutheran School - Glendale (MPCP)	Glendale	K4,KG,01,02,03,04,05,06,07,08
Delete School	Saint John's Lutheran School - Milw (MPCP)	Milwaukee	K4,KG,01,02,03,04,05,06,07,08
Delete School	Saint Josaphat Parish School	Milwaukee	K4,KG,01,02,03,04,05,06,07,08

[Add Another School](#)

Have you entered all possible schools that you are applying to? If so, click the YES button below.

[Exit](#) [Back](#) [Yes, the list is complete](#)

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Parent Screens

- 1) Provide parent names, and answer if the adult(s) listed resides at the address entered earlier.
- 2) Provide telephone contact information.



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Parent/Legal Guardian Names

Please use LEGAL names only - no nicknames. These names will need to exactly match the names on the residency and income documentation you provide the school(s) you are applying to.

All parents and legal guardians who are residing in the applicant(s) household must be included. A parent means a biological parent, a parent by adoption, or a step-parent that resides at the same address as the student applicant.

First Parent/Legal Guardian

First name:
Middle Initial:
Last Name:
Suffix:

☒ Yes Does the above person reside
at 1717 Main Street
Milwaukee, WI?
☐ No

☐ Yes Is the above person also
one of the students
applying? (age 18 or older)
☒ No

Second Parent/Legal Guardian

First name:
Middle Initial:
Last Name:
Suffix:

☒ Yes Does the above person reside
at 1717 Main Street
Milwaukee, WI?
☐ No

☐ Yes Is the above person also
one of the students
applying? (age 18 or older)
☒ No

Contact Numbers

Include area code. At least one phone is required.

Home Phone:
Work phone:
Cell phone:

☒ Apply standard capitalization to names (or leave unchecked to use names exactly as shown above)

Back


Continue

Exit

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Student Screens

- 1) Identify student(s) who is/are applying to the Choice program.
- 2) Provide the required information for the student(s).


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Student Information

Please enter the **legal name** of the student below - **no nicknames** please.

First Name:

Last Name:

☒ Apply standard capitalization to names
(or leave unchecked to use names exactly as shown above)

Middle Initial:

Suffix:

Gender: ☐ Male ☐ Female

Date of Birth: mm/dd/yyyy

Grade for 2017-18:

Is this student in foster or kinship care? ☐ Yes ☒ No

Ethnicity


Check One: ☐ Hispanic or Latino
☐ Not Hispanic or Latino

Race

Check all that apply: ☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or other Pacific Islander
☐ White

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- 1) Enter the name of the student applying to the choice program.
- 2) Select student gender.
- 3) Enter student birth date in the format indicated.
- 4) Select the grade the student will be entering.
- 5) Identify if the student is in foster or kinship care.
- 6) Enter Ethnicity/Race (Optional) and then select “Continue.”



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Schools that *Emily Smith* is Applying To

Please check the box in front of each school this student is applying to.

☐ Saint John's Lutheran School - Glendale (MPCP) - Grade 08
7877 North Port Washington Road
Glendale, WI 53217

☐ Saint John's Lutheran School - Milw (MPCP) - Grade 08
4001 South 68th Street
Milwaukee, WI 53220

☐ Saint Josaphat Parish School - Grade 08
801 West Lincoln Avenue
Milwaukee, WI 53215

School not listed? [Click here](#)

Cancel

Continue

Exit

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- The parent must select the schools they would like each child to apply to.
- If applying to WPCP schools, a preference must be assigned for each school.



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Prior Year Attendance of *Emily Smith*

Where did the student attend school in the **2016-17** school year?

☒ Public school in a Wisconsin school district:

District Name:

School Name:

☐ Home-based education (i.e. homeschooled)

☐ Private school in Wisconsin:

☐ School in another state

☐ Not enrolled in school during the entire school year

Cancel

Continue

Exit

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- A parent will have to select the prior year attendance for the student, and then select “Continue”

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All Children Applying to the Milwaukee Parental Choice Program This Year

Please enter all children that are applying to the Milwaukee Parental Choice Program who reside at 1717 Main Street in Milwaukee, and for whom First Name is the parent or legal guardian. Click on the "Add" button to add to the list.

If you have previously submitted this information, please do not delete the child unless you also want to delete the application for the **2017-2018** school year.

Note: all names should be the **legal name** of the child - **no nicknames**, please.

	Name	Date of Birth	Grade Applying To	Schools Applying To	Prior Year Attendance	Student Status	In Foster/Kinship Care
Delete Edit	Emily Smith	10/10/2003	08	Saint John's Lutheran School - Glendale (MPCP)	Milwaukee / Allen-Field Elementary	New	No

If any of the information above is incorrect:

- Click on the **Edit** link to change the name, date of birth, grade, gender, race, or attendance information about the child.
- Click on the **Delete** link to completely remove the child's application to the Private School Choice Programs for the **2017-2018** school year.

Add Another Child

Have you entered all children that are applying to the Private School Choice Programs? If so, click the YES button below.

Back

Exit

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- To add another student application, select
 “Add Another Child”
 If no other children are applying for a
 voucher, select “Yes, the list is complete”

Income Verification Screens

- 1) Identifies if a family is required to provide income documentation.

If Required to Provide Income Documentation:

- 2) If more than one adult is listed on the application, the marriage status must be answered.
- 3) Identify if there are other family members that should be listed.
- 4) Identify if they would like to use the DOR or the DPI method to determine income.
- 5) If the DPI method is used, the parent must:
 - a) Indicate if a 2016 1040 was filed.
 - b) If no 2016 1040 was filed, the parent must indicate what income and/or government assistance they received in 2016.
 - c) If the parent filed a 1040 or had income, they must provide information on how much income they received and, in some cases, additional information on the income.
 - d) If none of the parents had income, an explanation of how basic needs (food, clothing, and shelter) were provided is required.

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Need for Income-Related Data

Since you have students that are either **new applicants** to the Choice program, or were **not on the waiting list** for a participating Choice school last year, **you will need to provide income related information** to determine if you are income-eligible for the Choice program.


Please click on the Continue button below to get started.

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Continue

Exit


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Dan Doyle

- If all pupils on the application were continuing or on the waiting list in the choice program, this screen will indicate no proof of income is required.



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Family Members

We need to collect some information about the members of your family and marriage status. Enrollment in the Milwaukee Parental Choice Program (MPCP) is based on income eligibility, and the level of income used in the determination is dependent upon the size of the family.

The list has been pre-populated with parent/guardians and the students that are applying. Please be sure to add any other children below who reside at 1717 Main Street, Milwaukee, who share at least one parent with the student applicant by birth, adoption, or by a parent's current marriage by selecting the Add Another Family Member button.

Marriage Status: Are Jay Smith and Raina Smith married to each other? ☐ Yes ☐ No

3 People Currently Listed as Family Members [Add Another Family Member](#)

Family Member Name	
Jay Smith	Parent/Legal Guardian
Raina Smith	Parent/Legal Guardian
Emily Smith	Applying for voucher

[Exit](#)
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[Continue](#)

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- This screen allows a parent to add other family members.
 - *A family is a group of two or more people who reside together as part of the same household and who are related by birth, marriage, or adoption. Family size includes parents/guardians, student applicant, and other children who share at least one parent by birth, adoption or by a parent's current marriage.*
- If there are no other family members residing at the same address, select "Continue."



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Income Determination Method

☐ Department of Revenue (DOR)

Which method do you want to use to determine income eligibility? ☒ Department of Public Instruction (DPI)

• Department of Revenue (DOR) Process

- Parents provide their social security numbers or tax ID numbers to the school.
- The school will electronically submit the SSN or tax ID numbers to DOR to determine income eligibility for the program.
- You will not enter any income information into the online application.
- If DOR records exist, you will not bring income documentation to the school.
- See question 8 in the [Income FAQs](#) for information on when you will and will not be able to use this method.

• Department of Public Instruction (DPI) Process

- You enter your family's 2016 income information into the online application.
- You provide supporting documentation (such as your tax return) to the school.
- The school will verify that you are income eligible for the program.
- [Click here for more information.](#)

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[Continue](#)

[Exit](#)

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- This screen allows a parent to select if they would like to use DOR or DPI method for verifying family income.

DOR Method

The screenshot shows the 'Private School Choice Programs Application for 2017-2018' on the Wisconsin Department of Public Instruction website. The navigation bar includes links for Login/Register, Status, Location, Schools, Parents, Students, Income (highlighted), and Submit. There are also links for 'Version en Español' and 'Questions on this page?'. The main heading is 'Wisconsin Department of Revenue (DOR) Income Verification'. The text instructs the user to see the 'Income FAQ' for information on how the DOR determines income eligibility. It then states: 'You have indicated that you would like DOR to verify your income eligibility for the Choice program. Please confirm the following:'. A list of four items follows: 1. Ensure the names you have entered in this application are the exact same names that appear on the tax returns you filed with the DOR. You have entered: Jay Smith, Raina Smith. 2. I understand that DOR will determine whether or not I am income eligible for the program based on either my 2016 or 2015 Wisconsin tax return. 3. I understand that the DOR will include ALL INCOME on my Wisconsin tax return, whether or not all individuals on the tax return are on this application. 4. I also understand that if DOR determines that I am INELIGIBLE for the program, I will be INELIGIBLE for the Choice program for the FULL 2017-18 SCHOOL YEAR. Below the list is a checkbox labeled 'I have read the above items and would like the DOR to determine if I am income eligible for the Choice program.' which is checked. At the bottom, there is a note: 'If you decide you do not want the DOR to determine your income eligibility for the Choice program, please click on the Back button below and select the DPI method to determine income eligibility on the previous page. You will then be prompted to enter income related information to determine your income eligibility through the DPI alternative method.' There are three buttons: 'Exit', 'Back', and 'Continue'. A footer note states: 'You have changed the data since you last sent it to DPI on 1/13/2017 3:34:14 PM. If you exit now, you will need to return, go through all pages, then click the Send Updates To DPI button at the end.'

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Wisconsin Department of Revenue (DOR) Income Verification

Please see the [Income FAQ](#) for information on how the DOR determines income eligibility.

You have indicated that you would like DOR to verify your income eligibility for the Choice program. Please confirm the following:

1. Ensure the names you have entered in this application are the exact same names that appear on the tax returns you filed with the DOR.
You have entered:
Jay Smith
Raina Smith
2. I understand that DOR will determine whether or not I am income eligible for the program based on either my **2016 or 2015 Wisconsin tax return**.
3. I understand that the DOR will include **ALL INCOME on my Wisconsin tax return**, whether or not all individuals on the tax return are on this application.
4. **I also understand that if DOR determines that I am INELIGIBLE for the program, I will be INELIGIBLE for the Choice program for the FULL 2017-18 SCHOOL YEAR.**


☒ I have read the above items and would like the DOR to determine if I am income eligible for the Choice program.

If you decide you do not want the DOR to determine your income eligibility for the Choice program, please click on the Back button below and select the DPI method to determine income eligibility on the previous page. You will then be prompted to enter income related information to determine your income eligibility through the DPI alternative method.

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- To use the DOR method, parent must select the box indicating they understand how the DOR process works, and then select “Continue”

DPI Method-1040 Filed Question



The screenshot shows the 'Private School Choice Programs Application for 2017-2018' on the Wisconsin Department of Public Instruction website. The navigation bar includes links for Login/Register, Status, Location, Schools, Parents, Students, Income (highlighted), and Submit. The 'Income Documentation' section explains the need for income information and lists the forms accepted (1040, 1040A, 1040EZ). It contains three questions with radio button options for 'Yes', 'No', or 'No/Not Applicable'. The questions are about Jay Smith, Raina Smith, and a joint tax return. At the bottom, there are 'Back', 'Continue', and 'Exit' buttons. A message indicates that data has been changed since the last save and that exiting now requires going through all pages again. The footer includes the DPI logo, contact information, and a page ID of 10.1A.

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Income Documentation

We need to collect information regarding your income. It would be helpful if you collect the documents before proceeding, as you will need to enter amounts from those documents in this application. As well, you will need to take those documents directly to each school applied to as proof of income eligibility, and they will need to match the information that you enter here.

The Federal 1040 income form questions below include the 1040, the 1040A, and the 1040EZ forms. If you did not file any of those forms, answer 'No' to the 1040 questions. Future pages will ask for other income documentation.

Did **Jay Smith** file a 2016 Federal 1040 income form with the IRS? ☐ Yes ☐ No

Did **Raina Smith** file a 2016 Federal 1040 income form with the IRS? ☐ Yes ☐ No

If Yes to both questions above, was the 2016 Federal 1040 form filed as a **joint tax return** for Jay Smith and Raina Smith? ☐ Yes ☐ No/Not Applicable

[Exit](#) [Back](#) [Continue](#)

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PageID: 10.1A

- If they do not use DOR, they will go to the above screen (DPI method).

DPI Method-No 1040 Filed



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Enter Income Sources

You stated that **Jay Smith** did not file a Federal 1040 for 2016.
Please check all sources of their income in 2016:

☐ Compensation reported on a W2 Wage and Tax Statement
☐ Compensation reported on final, December 2016 earning statement
☐ Income reported on a 1099 tax form other than Social Security benefits
☐ Social Security benefits
☐ Cash Income not reported on either a W2 Wage and Tax Statement or a 1099 tax form
☐ Other income not listed above
(other income does not include the government sources of assistance listed below)

☐ FoodShare
☐ Housing Assistance
☐ Supplemental Security Income (SSI)
☐ Wisconsin Works (W2)
☐ Other assistance (example: child support payments)

☐ No Income / None of the above

[Exit](#)

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You stated that **Raina Smith** did not file a Federal 1040 for 2016.
Please check all sources of their income in 2016:

☐ Compensation reported on a W2 Wage and Tax Statement
☐ Compensation reported on final, December 2016 earning statement
☐ Income reported on a 1099 tax form other than Social Security benefits
☐ Social Security benefits
☐ Cash Income not reported on either a W2 Wage and Tax Statement or a 1099 tax form
☐ Other income not listed above
(other income does not include the government sources of assistance listed below)

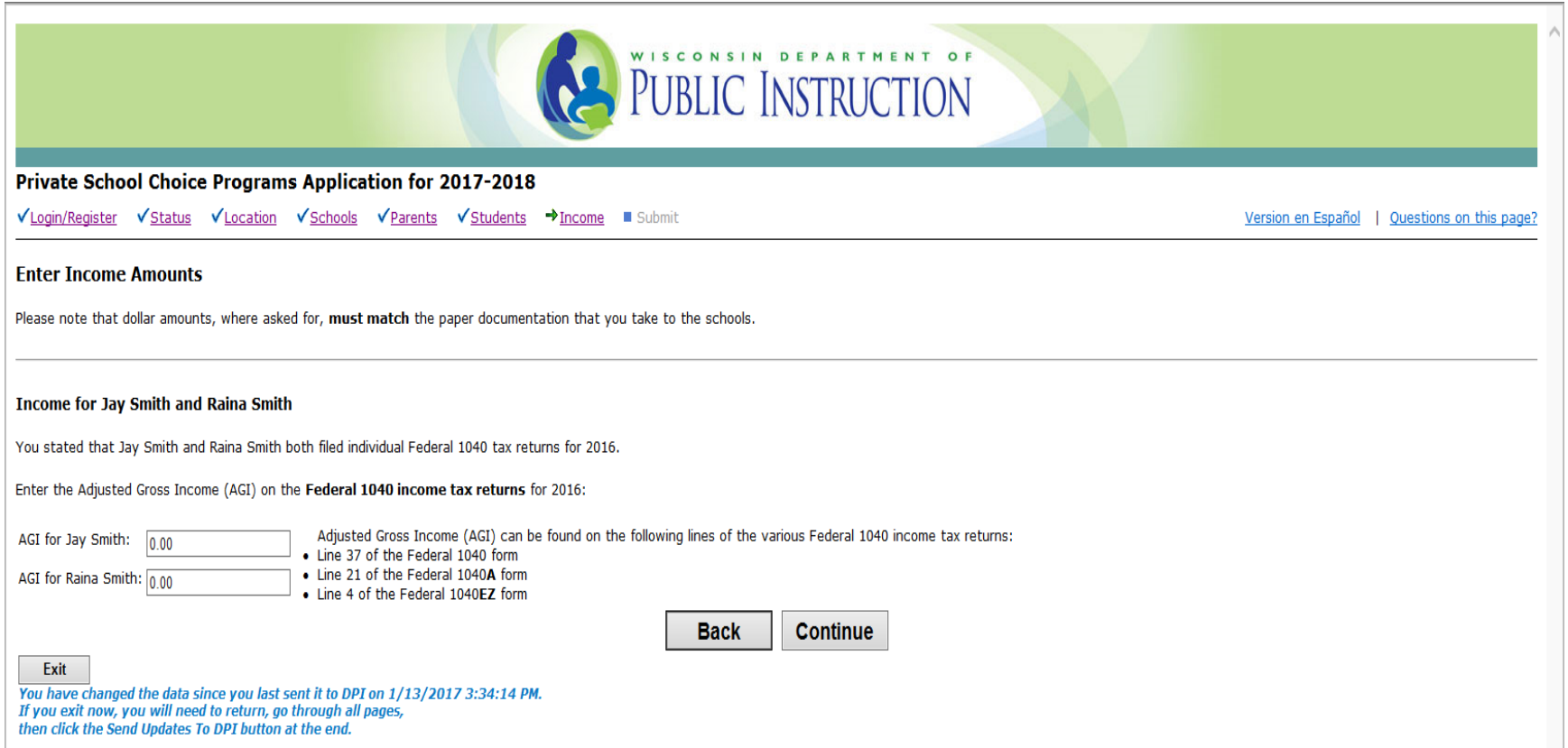
☐ FoodShare
☐ Housing Assistance
☐ Supplemental Security Income (SSI)
☐ Wisconsin Works (W2)
☐ Other assistance (example: child support payments)

☐ No Income / None of the above

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- If no 1040 is available, they must identify all sources of income and government assistance obtained in 2016.

DPI Method- Entering Income Amounts



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Enter Income Amounts

Please note that dollar amounts, where asked for, **must match** the paper documentation that you take to the schools.

Income for Jay Smith and Raina Smith

You stated that Jay Smith and Raina Smith both filed individual Federal 1040 tax returns for 2016.

Enter the Adjusted Gross Income (AGI) on the **Federal 1040 income tax returns** for 2016:

AGI for Jay Smith: Adjusted Gross Income (AGI) can be found on the following lines of the various Federal 1040 income tax returns:

- Line 37 of the Federal 1040 form
- Line 21 of the Federal 1040A form
- Line 4 of the Federal 1040EZ form

AGI for Raina Smith:

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- If the parents filed a 1040, they will see this screen, and should input the information accordingly.

DPI Method- Entering Income Amounts



The screenshot shows the 'Private School Choice Programs Application for 2017-2018' interface. At the top is the Wisconsin Department of Public Instruction logo. Below it, a navigation bar includes links for Login/Register, Status, Location, Schools, Parents, Students, Income (highlighted with a green arrow), and Submit. There are also links for 'Version en Español' and 'Questions on this page?'. The main section is titled 'Enter Income Sources'. It contains a message: 'You stated that **Raina Smith** did not file a Federal 1040 for 2016. Please check all sources of their income in 2016:'. Below this is a list of checkboxes for various income sources: Compensation reported on a W2 Wage and Tax Statement, Compensation reported on final, December 2016 earning statement, Income reported on a 1099 tax form other than Social Security benefits, Social Security benefits, Cash Income not reported on either a W2 Wage and Tax Statement or a 1099 tax form, Other income not listed above (with a note that government sources of assistance are excluded), FoodShare, Housing Assistance, Supplemental Security Income (SSI), Wisconsin Works (W2), Other assistance (example: child support payments), and No Income / None of the above. At the bottom of the form are 'Back' and 'Continue' buttons, and an 'Exit' button. A small note at the bottom left states: 'You have changed the data since you last sent it to DPI on 1/13/2017 3:34:14 PM. If you exit now, you will need to return, go through all pages, then click the Send Updates To DPI button at the end.'

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Enter Income Sources

You stated that **Raina Smith** did not file a Federal 1040 for 2016.
Please check all sources of their income in 2016:

- ☐ Compensation reported on a W2 Wage and Tax Statement
- ☐ Compensation reported on final, December 2016 earning statement
- ☐ Income reported on a 1099 tax form other than Social Security benefits
- ☐ Social Security benefits
- ☐ Cash Income not reported on either a W2 Wage and Tax Statement or a 1099 tax form
- ☐ Other income not listed above
(other income does not include the government sources of assistance listed below)
- ☐ FoodShare
- ☐ Housing Assistance
- ☐ Supplemental Security Income (SSI)
- ☐ Wisconsin Works (W2)
- ☐ Other assistance (example: child support payments)
- ☐ No Income / None of the above

[Back](#) [Continue](#)

[Exit](#)

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- If one parent has a 1040 (or other income) and the other does not have income, the screen will look like the above.

DPI Method-Review Income Information

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Review Income Information

Jay Smith income:	45,000.00
Raina Smith income:	0.00
Total Family Income:	45,000.00
Marriage Benefit Adjustment:	-7,000.00
Total Income for Choice Program Purposes:	38,000.00

Family size:	3
Maximum income:	60,480.00

Program Eligibility Status: **Eligible** - may continue with the application

Next up, one last review.

Items to take to the school for proof of income:

- A signed copy of Jay Smith's 2016 Federal 1040, adjusted gross income should be 45,000.00

Exit

BackContinue

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- If the parents are married, a “Marriage Benefit Adjustment” of \$7,000 will show up that decreases “Total Family Income”. The “Total Income for Choice Program Purposes” will be the net amount.

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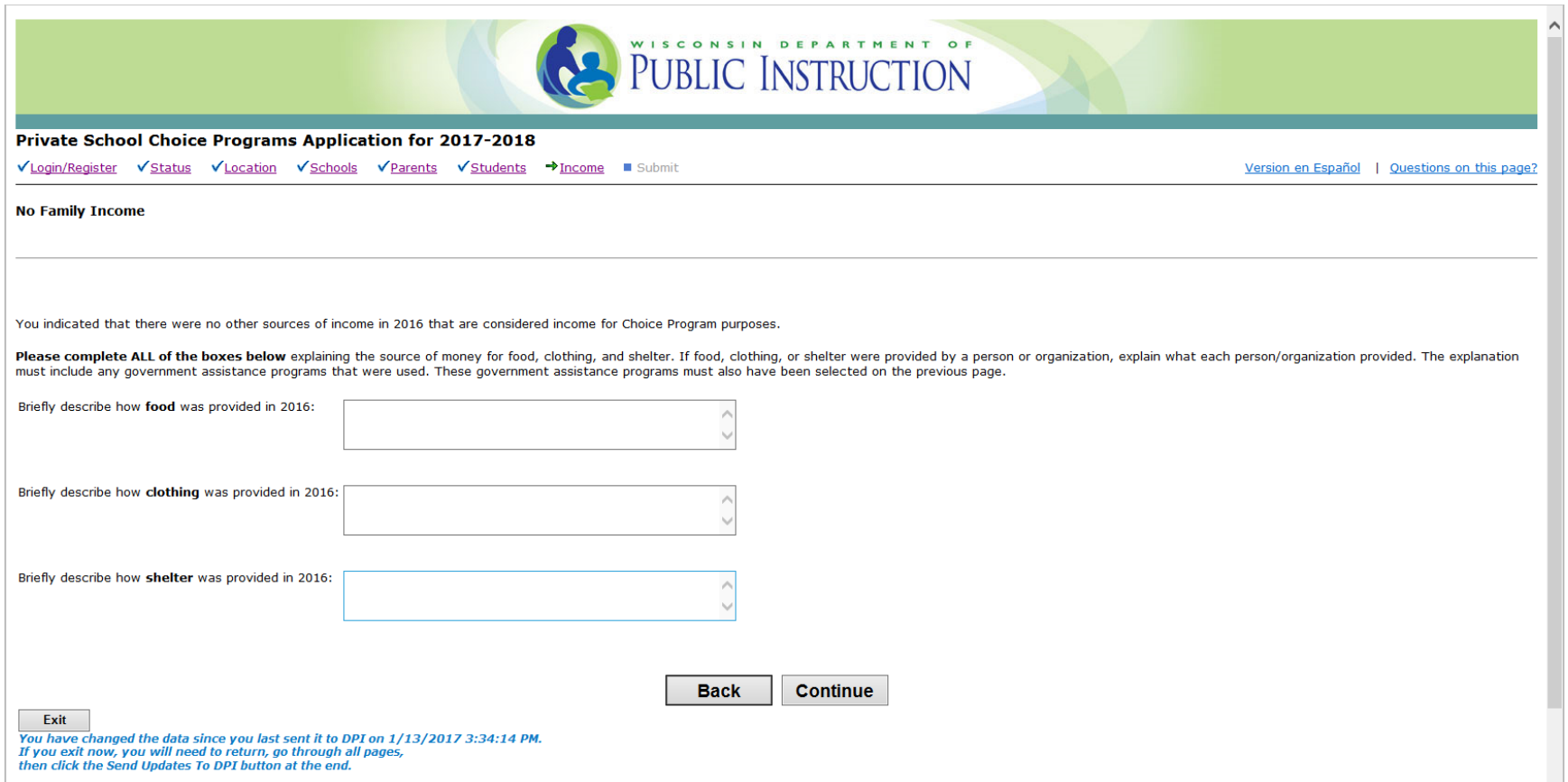


DPI Method-Government Assistance

- If the family only identifies government assistance, an explanation of how basic needs were supplied is required. The following are the government assistance categories:

- ☐ FoodShare
- ☐ Housing Assistance
- ☐ Supplemental Security Income (SSI)
- ☐ Wisconsin Works (W2)
- ☐ Other assistance (example: child support payments)

DPI Method-Basic Needs Explanation



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No Family Income

You indicated that there were no other sources of income in 2016 that are considered income for Choice Program purposes.

Please complete ALL of the boxes below explaining the source of money for food, clothing, and shelter. If food, clothing, or shelter were provided by a person or organization, explain what each person/organization provided. The explanation must include any government assistance programs that were used. These government assistance programs must also have been selected on the previous page.

Briefly describe how **food** was provided in 2016:

Briefly describe how **clothing** was provided in 2016:

Briefly describe how **shelter** was provided in 2016:

[Exit](#) [Back](#) [Continue](#)

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- If no income is identified, an explanation of how basic needs were supplied is required.

DPI Method-Review without Income



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Review Income Information

Jay Smith income:	0.00
Raina Smith income:	0.00
Total Family Income:	0.00
Marriage Benefit Adjustment:	-7,000.00
Total Income for Choice Program Purposes:	-7,000.00

Family size: 3
Maximum income: 60,480.00

Program Eligibility Status: **Eligible** - may continue with the application

Next up, one last review.

Items to take to the school for proof of income:

- A copy of documents that show Jay Smith participated in the Wisconsin Works (W2) program in 2016
- A copy of documents that show Raina Smith participated in the FoodShare program in 2016

Exit

Back

Continue

You have changed the data since you last sent it to DPI on 1/13/2017 3:34:14 PM.
If you exit now, you will need to return, go through all pages,
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- The “Review Income Information” screen will look like the above if no income is identified. It will indicate the family must bring support for any government assistance they identified.

Submission Screens

- 1) Includes a review screen with application data entered.
- 2) The parent submits the application to the school.

Review Screen-Page 1



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Final Review

Almost Complete - Review Your Information Before Submission

If everything is correct, you must click the "Yes, all information is correct" button at the **bottom of the page** to move on to the final step.

Parents / Legal Guardians

Parent/Legal Guardian: Smith, Jay
Smith, Raina
Street Address: 1717 Main Street
Milwaukee, WI 53202
Phone: (608) 222-2222 (work)
Email: tricia.collins@dpi.wi.gov
School District: Milwaukee

Income Summary

You chose to have income eligibility determined using the Wisconsin Department of Public Instruction (DPI) method.

You indicated that Jay Smith and Raina Smith are married to each other.

The family size used in determining income eligibility is **3**.
Included in the family are *Emily Smith, Jay Smith, Raina Smith*.

You entered the following as sources of income:

- Jay Smith reported the following:
 - Received assistance from Wisconsin Works (W2)
- Raina Smith reported the following:
 - Received assistance from FoodShare

Clothing provided by: **Donations**

Food provided by: **Lived with grandparents**

Shelter provided by: **Lived with grandparents**

Review Screen-Page 2

Applications for Smith, Emily

Student Name: Smith, Emily
DOB / Gender: 10/10/2003, Female
Age on 9/1/2017: 13 years old
Grade for 2017-2018: 8th Grade
Ethnicity/Race: Not Hispanic or Latino
Asian
Foster/Kinship Care: No
Program Status: New
Prior Year Attendance: Allen-Field Elementary (Milwaukee)

Applying To:

School: Saint John's Lutheran School - Glendale (MPCP)
Location: 7877 North Port Washington Road, Glendale, WI 53217

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Click the Back button below if you need to return to correct any data.

Back

Yes, all information is correct

Exit

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then click the Send Updates To DPI button at the end.*



Private School Choice Programs Application for 2017-2018

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Submit All Applications

You have changed the data since you last sent it to DPI.

You will need to review the statement below, check the box if you agree, and click on the *Send Updates to DPI* button below so that DPI and the schools receive your updates.

Remember, prior to the end of the open application period, you must still go to the school(s) you applied to and provide the required supporting documentation. The school(s) to which you applied will verify that you meet the residency requirements. Additionally they will also verify that you meet the income requirements, if applicable.

Electronic Signature for:

- Emily Smith

☐ By checking this box, I agree that all of the information in this application is true and correct. I understand that any of the information on this application or related to this application, including any income or residency documentation provided, may be subject to further review and verification by school and/or state officials. I further agree that I am the parent or legal guardian of the children listed above or I am the student age 18 or older.

Back

Send Updates to DPI

Exit

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Parent must check the box before hitting the “Submit Applications” button.

Confirmation Screen

- 1) Confirmation that the school(s) received the application.
- 2) Indicates what document(s) the parent must provide to the school(s).

Confirmation Screen-Page 1

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What To Do Next

- [Print this page.](#)
- An application for the following student has been submitted: (*confirmation number: 48240*)
 - Emily Smith** applied for grade 08 at Saint John's Lutheran School - Glendale (MPCP)

School Applied To and Contact Information	Dates That You Must Bring Documentation to the School	Residency Documentation Must be Dated Between the Following Dates
Saint John's Lutheran School - Glendale (MPCP) 7877 North Port Washington Road Glendale, WI 53217 (414) 352-4150	January 23, 2017 - February 10, 2017	October 23, 2016 - February 10, 2017

NOTE: If the documentation listed below is not provided to any schools you are applying to during the dates specified above, the applications for any school(s) that you did not provide documentation to will be ineligible. If the school has another period that they are accepting applications for the 2017-18 school year, you may log back into this application and reapply to the school(s).

- In order to complete the application process, you must bring the following document(s) to each school by the last date as shown above. **If the documentation listed below is not provided or provided after the last date as shown above, the application is not eligible.**
Required Income Documentation (ALL of the following):
 - A copy of documents that show Jay Smith participated in the Wisconsin Works (W2) program in 2016
 - A copy of documents that show Raina Smith participated in the FoodShare program in 2016

Confirmation Screen-Page 2

NOTE: If the documentation listed below is not provided to any schools you are applying to during the dates specified above, the applications for any school(s) that you did not provide documentation to will be ineligible. If the school has another period that they are accepting applications for the 2017-18 school year, you may log back into this application and reapply to the school(s).

Required Residency Documentation (ONE of the following):

One of the documents below must be provided that includes the **name of one of the parents/legal guardians on the application and the address on the application**. The list below includes all acceptable forms of residency documentation. Only the items on this list may be used as residency documentation.

1. **Wage statement or W2 year-end earnings statement.**
2. **Water, gas, electric, cable, satellite, or landline phone bill.** Cell phone bills are NOT acceptable.
3. **Governmental correspondence.** Examples include a property tax bill, Supplemental Security Income "SSI", Wisconsin Works "W2", FoodShare, or Housing Assistance letter. Printed statements from Access.gov can be used as residency support if the statement is during the required period.
4. **Lease agreement with a term that includes the date the parent applies to the school** (must be complete and legible) that is in the name of one of the parents/legal guardians at the address on the student application. Expired leases are NOT acceptable. If a month-to-month lease is used, the beginning month must be between the dates in the 3rd column above labeled "Residency Documentation Must be Dated Between the Following Dates". Rent receipts are NOT an allowed residency document.
5. **Homeless individuals** may identify a location for their residence if it is an identifiable location which could conceivably serve as a temporary residence. A homeless family should provide a letter on the organization's letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals signed and dated within the required time period by a representative of the organization.
6. Properly completed **Alternative Residency Verification form** (Form PI-PCP-51) only for situations where: (a) the student is not living with one of his or her parents or legal guardians; or (b) one of the parents/ legal guardians does not have one of the residency documents above and someone else living at the address on the application is able to provide one of the residency documents above for the family. Click <http://dpi.wi.gov/sites/default/files/imce/forms/doc/fpcp-51.doc> for the Alternative Residency Verification form.

Please do not also send in a paper application to the school offices - your application has already been entered.

4. If you need to make a change:
 - o Use your email address and password to return to this application process.
 - o You **MUST** go through all pages and resubmit your application for the schools to get an updated copy of your data.
 - o Any corrections must be completed and submitted before the end of last day of the enrollment period.
5. We suggest you then **close this browser window** for security purposes.

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Close this Window

Questions?

If you have questions about the Private School Choice Programs, please contact the schools you would like to apply to. A list of the schools participating in the program and their contact information is available at <http://dpi.wi.gov/sms/choice-programs/student-applications> under "School Lists and Contact Information" and then choose the list that corresponds to your program.

If you have technical questions regarding using the online parent application, please email PrivateSchoolChoice@dpi.wi.gov.